

KANSAS CITY, MISSOURI POLICE DEPARTMENT  
**APPLICANT CHECKLIST**  
HUMAN RESOURCES DIVISION  
1125 Locust, Room 714, Kansas City, Missouri 64106

The following documents must be submitted at time of application; and all documents must be an **Original or Certified Copy**.

1. ☐ Birth Certificate (*hospital copy not acceptable*)
2. ☐ High School Diploma or G.E.D. Certificate
3. ☐ College Degree or Certified Transcript
4. ☐ Photograph less than 1 year old (*non returnable*) (*passport size*)
5. ☐ DD214-Certificate of Release or Discharge from Active Duty (*long form if applicable*)
6. ☐ Valid Identity Document (*original driver license, state-issued I.D. card with photo, etc.*) or Employment Eligibility Document (*original of U.S. Passport, Certificate of Naturalization or Citizenship, Alien Registration Card with photo, or an unexpired Foreign Passport with attached Employment Authorization*)
7. ☐ Social Security Card

If you are applying for a **Civilian Position**, call **816-234-5400** and at that time you will be scheduled for any test required for the position.

If you are applying for a **Police Officer**, call **816-234-5273**, or bring the above items and the application to the Human Resources Division, in person; and at that time you will be scheduled for the next monthly examination.

After an inspection of authenticity, copies of your documents will be made at the Human Resources Division and returned to you.

**I. BIRTH CERTIFICATE**

- A. If you were born in Kansas City, Missouri, a certified copy can be obtained from Vital Records, 2400 Troost, Kansas City, Missouri 64108.
- B. If you were born anywhere else in the U.S., a certified copy can be obtained from the Bureau of Vital Statistics in your native state's capital.

**II. EDUCATION**

- A. High School Diploma or General Education Development Certificate (G.E.D.)
  1. If you graduated from a school in the Kansas City School District, a high school transcript can be obtained from the Board of Education 1211 McGee, Kansas City, Missouri 64106
  2. If you graduated elsewhere, contact the local Board of Education in the city where your high school is located or where you obtained your G.E.D.
- B. College
  1. If you are a college graduate
  2. If you graduated elsewhere, contact the local Board of Education in the city where your high school is located or where you obtained your G.E.D.

**RESIDENCY REQUIREMENTS**

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|-----------------|---|
| Law Enforcement | -Must establish Kansas City, Missouri residency by completion of a six-month probationary period. |
| Civilian        | -Must establish Kansas City, Missouri residency within (9) months of employment.                  |

**CIVILIAN APPLICANTS**

Unless you are contacted within THREE (3) MONTHS of making this application, you may assume that no employment opportunity is available.

**ANY CONVICTION OF A FELONY WILL DISQUALIFY FOR EMPLOYMENT  
EQUAL OPPORTUNITY EMPLOYER**